

**REQUEST FOR QUALIFICATIONS
SIGN CONSULTANTS/CONTRACTORS
DESIGN/BUILD SERVICES**

City of East Ridge, Tennessee

General Information

The City of East Ridge, Tennessee is soliciting Letters of Interest and Requests for Qualifications (RFQ's) from experienced full-service sign consulting and contracting firms to perform custom sign services that include the design, build and installation of City designated signs throughout the City. Examples of signs for design/build would encompass "Welcome to East Ridge" signage, directional signage, wayfinding signage, and building signage.

Scope of Services

The selected sign consultant/contractor shall be expected to provide the following scope of services:

- Design the sign(s) to the specifications and description (size, graphics, materials, etc.) requested by the City.
- Fabricate, manufacture the sign to the design approved by the City; and provide wind load, and anchoring detail of the signs.
- Installation of the sign at the location(s) designated by the City.
- Provide innovative advice on custom signage to the City.

Qualifications of Firms

Sign Consultants shall meet, at a minimum, the following qualifications:

- Evidence that the firm has been in business for a minimum of three (3) years.
- Evidence of demonstrated accomplishments/projects showing that the firm has provided custom sign design and build services for various types of signage.
- The names and resumes of the principal officers and/or owners of the firm.
- Any other additional information deemed necessary to satisfy the City that the firm portrays a full mastery of many different signs and produces quality work.

Evaluation of RFQ's

The RFQ's received will be reviewed by a Consultant Evaluation Committee consisting of City Department Directors/Heads. The Committee may select one firm with which to attempt to negotiate a contract or develop a "short list" of firms for further evaluation. Those firms "short-listed" may be invited to make a presentation before the Committee. Factors that will be considered by the Committee during the review and evaluation period will be as follows:

- Ability and expertise of the firm.
- Quality of the signs designed and built by the firm.

Submittal of RFQ

To be considered for this project, firms must submit three (3) copies of the Letters of Interest and RFQ along with an electronic file, to J. Scott Miller, 1517 Tombras Avenue, East Ridge, TN 37412 on or before 2:00 pm EDT, Wednesday, September 13, 2023. For additional details regarding the proposed project or questions about the submittal process, please email jscottmiller@eastridgetn.gov. All firm submittals will be advised when a selection has been made.